

26 August 1955

MEMORANDUM FOR: All Staff and Division Chiefs

SUBJECT: O/CI Support for Mr. Stassen in New York

1. At least for the duration of Mr. Stassen's attendance at the meetings of the UN Disarmament Subcommittee, which begin Monday, 29 August, O/CI has been made responsible for selection of current intelligence items bearing on the disarmament problem and timely forwarding of these items to New York.

2. All O/CI substantive divisions will screen the following classes of incoming material for pertinence to Mr. Stassen's interests:

25X1D

25X1A

all COMINT (pertinent [redacted] will be checked with [redacted] office to prevent duplication).

all cables, CIA, Defense and State (pertinent State cables will be checked to prevent duplication).

all FBIS propaganda.

25X1A

3. Items deemed of interest to Mr. Stassen will be prepared by the concerned substantive division in "gist and comment" form, in an original and one copy. Divisions of Soviet and Regional Staff alike will forward their submissions to [redacted] who will act as coordinators on comment.

4. Beginning Monday, 29 August and until further notice, Divisions will meet the following deadlines in preparation of support material for Mr. Stassen:

25X1A

a. Noon, daily: Divisions give negative or affirmative report to [redacted] Coordinators forward information to D/Pres.

25X1A

b. 1400, daily: If affirmative, selected item (original and one) to [redacted]

c. 1415-1430 daily: Coordinators forward selected items to D/Pres for preparation in cable form.

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d. 1500 daily: O/CI courier departs for Quarters I with collateral cable.

e. 1600 daily: [REDACTED] receives COMINT cable. 25X1A

f. 1630 daily: Divisions give items unprepared by 1400 cutoff time to [REDACTED] 25X1A

g. 1645-1700 daily: Coordinators forward late items to D/Pres for preparation in cable form.

5. O/CI Secretariat, throughout this period, will have the responsibility of alerting divisions as early as possible upon receipt of intelligence bearing on Mr. Stassen's interests. Additionally, the Secretariat will maintain, for reference, a file of all material forwarded to Mr. Stassen (including original documents on which gists have been based).

6. It will be the responsibility of D/Pres to assure, by appropriate coordination with State, that duplication of gists is avoided.

[REDACTED]

25X1A

25X1A

[REDACTED]
Acting Assistant Director,
Current Intelligence

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*Disarmament
file*

*Handbook
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